



PUBLIC INVITATION TO PRE-QUALIFY

The Central Bank of Trinidad and Tobago is desirous of **pre-qualifying** individuals and companies to provide selected goods and services to the Bank.

CATEGORIES OF WORKS, SUPPLIES, SERVICES - Phase 2 January 2013	
C) Professional Services <ol style="list-style-type: none"> 1. Auditing and Taxation 2. IT Services and Consultancy 3. Architectural Services 4. Insurance Brokerage Services 5. Financial Advisory Services 	D) Interior Design /Cleaning Services <ol style="list-style-type: none"> 1. Home Interior and General Decorating services 2. Plant Rental and Maintenance 3. Janitorial Services 4. Carpet Cleaning 5. Furniture Cleaning Services 6. Window Cleaning & Power washing services
E) Health & Safety <ol style="list-style-type: none"> 1. Garbage Disposal and provision of Sanitary bins & related supplies 2. Disposal of e-waste and poisonous substances 3. Health, Safety & Environmental services 4. Safety Equipment and Supplies 5. Locksmith Services 6. Pest Control services 	F) Corporate Services <ol style="list-style-type: none"> 1. Market Research and Analysis 2. Events Planning 3. Children's Toys 4. Photography services 5. Rental of Tent/chairs 6. Concept and Design of calendars 7. Corporate Promotional items 8. Corporate Diaries 9. Staff uniforms
G) General Supplies <ol style="list-style-type: none"> 1. Kitchen Equipment, Supplies and Services 2. General Household Appliances 3. Canteen/Grocery Wholesale Supplies 4. Stationery Supplies 5. Hardware Supplies 6. Bathroom Supplies and Accessories 7. Commercial Cafeteria Equipment & Supplies 8. Supply of Emblems, Banners, Flags 9. Sporting Equipment/Trophies and Medals 	H) General Services <ol style="list-style-type: none"> 1. Automobile Cleaning and Repairs Services 2. Provision of Cafeteria Catering Services 3. Local and International Courier Services 4. Dry Cleaners 5. Hospitality Attendant Services 6. Storage/Warehouse Services 7. Auctioneering Services 8. Commercial Printing Services 9. Gym Management Services 10. Gym Equipment Supplies and Services
I) Telecommunications/Electronics services <ol style="list-style-type: none"> 1. Music /Electronics/Sound system 2. Telecommunication services 3. Rental of Printers/Copiers 	J) Specialized Machinery & Equipment <ol style="list-style-type: none"> 1. Specialized security equipment, Arms, Ammunition, Handcuffs 2. Fabric embroidery and embossing services 3. Supply of security uniform supplies 4. Servicing of security equipment

Individuals, contracting firms and companies currently trading with the Bank in the stated categories must apply.

Pre-qualification criteria

Pre-qualification will be based on meeting the minimum requirements as outlined in the invitation documents. The criteria include:

- Statutory requirements;
- Financial Capacity;
- Human Resource Capacity;
- Significant Relevant Experience & Resources;
- Compliance with Health & Safety Guidelines and
- Company's Reputation.

Pre-qualification documents

Pre-qualification documents can be collected from the Central Bank of Trinidad and Tobago upon payment of a **non-refundable processing fee of TT\$200.00 for the package. If more than one category of Goods/Services is being applied for, there will be an additional processing fee of TT\$50.00 for each additional category.** Packages may be collected between 8:30 a.m. to 11:30 a.m. Mondays to Fridays from **Monday 28th January 2013 to Friday 15th February 2013.**

The fee is payable at the Tellers Unit – 1st Floor Central Bank Building, Independence Square, Port of Spain. The receipt must then be presented at the Reception Desk on the Ground Floor in order to collect the relevant pre-qualification documents.

Documents submitted in response to this advertisement should be addressed to:

PRE-QUALIFICATION OF SUPPLIERS / CONTRACTORS
The Secretary, Tenders Committee,
Central Bank of Trinidad and Tobago,
Eric Williams Plaza,
Port of Spain

Completed documents should be delivered in the marked boxes on the Ground Floor, Central Bank of Trinidad and Tobago by **Thursday 28th February 2013.**

For further information, kindly contact Ms. Heather Clarke, or Ms. Jennifer Matthew, Procurement and Support Services, at **625-2601 ext. 2500 or ext. 2320.**